

Spay/Neuter Program
Performance Review Committee meeting
DDA Conference Room 1
5.29.08
1:30 pm – 2:40 pm

Anne Cavanaugh
Kim Chappell (via conference call)
Anne Fitzgerald
Kathy Gallagher
Murrey Goldthwaite
Donna Gordon (via conference call)
Anne Gryczon
Caroline Hughes
Bob Moore
Jane Pierantozzi
Sue Thayer (minutes)

Conference calls – There are some problems with the clarity of the conference calls. Caroline called in a DDA IT person to assist, but problem could not be completely resolved, although clarity was somewhat improved.

Spay/Neuter Coordinator position - Application deadline has passed. Applications are being gathered for initial review. Kathy will contact DDA with the name of a PRC member to serve on interview panel. Interview panel members will then coordinate schedules to begin interview process, which will hopefully start by the 1st week of July.

Seed Fund – Kathy received word that the one-time allocated seed fund is expected to carry over to next fiscal year. OMB would not allow purchase orders since seed fund carry over was requested

S/N Rabies Surcharge Fund - It was previously decided that the coordinator position will be funded through the surcharge fund even before the fund reaches \$500,000. Although, it is understood that the fund will reach \$500,000 before the program administrator starts his/her employment.

Pilot Phase II Updates – It was initially thought that procedures could be completed through June 30th, however due to fiscal year end time constraints beyond the control of those involved with S/N, procedures must be invoiced to DDA by 9am on June 23rd.

Instructions/procedures for Phase II, including deadlines, were passed out at meeting. Copies enclosed.

Per the legislation, facilities are limited to 25 procedures per year.

Feral/Stray 501c3 procedure was reviewed at meeting.

Discussion of how to apply before they trap, not knowing for sure what will be trapped. Decision made that vets can amend application in regard to the sex for cats if necessary. However, vets should not amend applications to exchange a dog for a cat or a male dog for a female.

Note about 501c3 form – “where obtained” should be completed with county or town information.

Income eligible applicants are limited to 3 pet procedures per calendar year.

Murrey offers for KC SPCA to be a courier for paperwork. His staff can pick up documents in Stanton and Georgetown and deliver to DDA to expedite process.

Response from press releases – applications are coming in

Communication with Vets - Anne G asks about getting word out to vets about Pilot Phase II. Kim indicates that about 40% of vets are on email. Anne F. will email updated press release to Kim to email vets. If need be, Kim can also inform vets about program in upcoming newsletter.

Privacy – Any document with a full SSN is to be kept under lock and key.

Applications – Bob indicates that faxed copies of cards are not usually readable.

Kathy makes a motion to rescind decision to only include cats in Phase II.

Anne C. seconds motion.

Dogs are included in Phase II

This item will be reviewed with AG's office before launch of full program.

New business – none

Old business – none

Euthanasia & Impoundment statistics – please send your data to Kathy

Next meeting - June 26th 1pm DDA

5/29/08

Each DDA approved 501(c)(3) organization can expect a maximum of \$330.00 for use at one of the approved Phase II Animal Shelters/Clinics

- New Castle County: Faithful Friends, DE SPCA (Stanton), DE Humane
- Kent County: Kent County SPCA
- Sussex County: DE SPCA (Georgetown)

***NOTE: The Phase II Program is limited to 30 DDA approved participating 501(c)(3)s**

Procedure for 501(c)(3) and approved Animal Shelters/Clinics for Phase II:

1. Submit W9 to DE Department of Agriculture – Poultry and Animal Health Section (DDA) by **4:00 pm on June 9th**. (Poultry and Animal Health section 501(c)(3) designated fax # 302-697-4451).
2. DDA will verify standing as 501(c)(3).
3. The DDA 501(c)(3) preapproval process will occur by **June 10th**.
4. Upon DDA approval as indicated in item 2 above, a 501(c)(3) fills out Application for Sterilization of a Delaware Stray Dog or Cat by Approved 501(c)(3) for each animal they want to have spayed or neutered.
5. 501(c)(3) submits applications by **FAX** or in person to Poultry and Animal Health Section of DDA for approval (Poultry and Animal Health section 501(c)(3) designated fax # 302-697-4451).
6. **All applications for each stray, unwanted, feral animal must be received by Poultry and Animal Health Section of DDA by 4:00 pm on June 16, 2008. Due to time constraints of the Phase II program, no other applications will be accepted after this date.**
7. After receiving DDA approval for each animal, 501(c)(3) will schedule procedures and take animal and application to an approved Phase II Animal Shelters/Clinics as bulleted above. Only procedures completed at an approved facility will be eligible for reimbursement under the Phase II program.
8. Surgical Procedure and Rabies vaccine (if needed) will be performed by a veterinarian and verified by the veterinarian on each animal's application
9. 501(c)(3) will pick up the animal and accompanying paperwork (copy of application and Rabies certificate) as prearranged with participating Phase II Animal Shelters/Clinics upon completion of the procedures.
10. Phase II Animal Shelters/Clinics that have completed procedures following all steps above will then submit a **copy** of each animal's application with "Part 3 – Veterinarian Affidavit" area fully completed along with copy of rabies certificate to the Poultry and Animal Health Section of DDA for reimbursement approval and retain copies for their records.
11. An invoice should accompany the applications and completed verification of the procedure.
***IMPORTANT - All invoices for 501(c)(3)s must be at the Poultry and Animal Health Section of DDA by 9:00 am on June 23, 2008. Due to fiscal year end time restraints that are beyond our control, any invoices received after that time cannot be reimbursed. They can be faxed to 302-697-4451.**
12. **NOTE: \$330 is the limit for each 501(c)(3) for the Phase II program. Please keep in mind that DDA cannot reimburse larger amounts at this time.**
13. Submission of the \$3.00 Rabies surcharge for each approved animal inoculated in the Phase II Program will be the **responsibility of the approved Phase II Animal Shelters/Clinics.**

Thank you for your cooperation. Together we can make Phase II a success!

5/29/08

Phase II Income Eligible Verification Process and Information

As a service for the Phase II program, the Delaware Department of Agriculture (DDA) will accept faxed copies of applications and money orders to begin the verification process.

DDA Poultry and Animal Health section Income Eligible Fax # is 302-697-4492.

The verification process currently takes approximately 2-4 days.

The Phase II process:

1. The application materials and money order are received at DDA.

Note - If application materials and copies of money orders were faxed, the applicant will either drop off in person or mail their original application materials and money order to the Poultry and Animal Health section of the DDA.

(Please make sure the income eligible application and money order are clipped together for DDA processing.)

The Phase II Income Eligible Applications and money orders (original, not faxed) are due to the DDA by 4:00 pm on June 16th.

2. DDA staff contacts the verifying agency.
3. The DDA waits for the verifying agency to respond.
4. Upon approval of application, DDA contacts applicant for procedure to be scheduled at an approved facility.
5. Upon completion of procedure, approved facility sends invoice to Poultry and Animal Health section of DDA along with copy of applicants Pet Registration Form (one for each animal, limit three per owner) and copy of Rabies certificate if applicable.

***IMPORTANT - Invoices for completed procedures must be received at Poultry and Animal Health section of DDA by 9:00 am on June 23rd.** Due to fiscal year end time restraints that are beyond our control, any invoices received after that time cannot be reimbursed. Invoices can be faxed to 302-697-4492.

In the absence of a Program Coordinator, please keep in mind that DDA staff is filling in to help with the Phase II Program. Please do not call DDA to attempt to rush the process.

APPROVED PHASE II VETERINARY PRACTICES AND ANIMAL SHELTER/CLINICS:

New Castle County:

Delaware SPCA
Delaware Humane Association
Faithful Friends
Wilmington AH

Kent County:

Kent County SPCA
Governor's Avenue AH

Sussex County:

Delaware SPCA
Seaford AH
